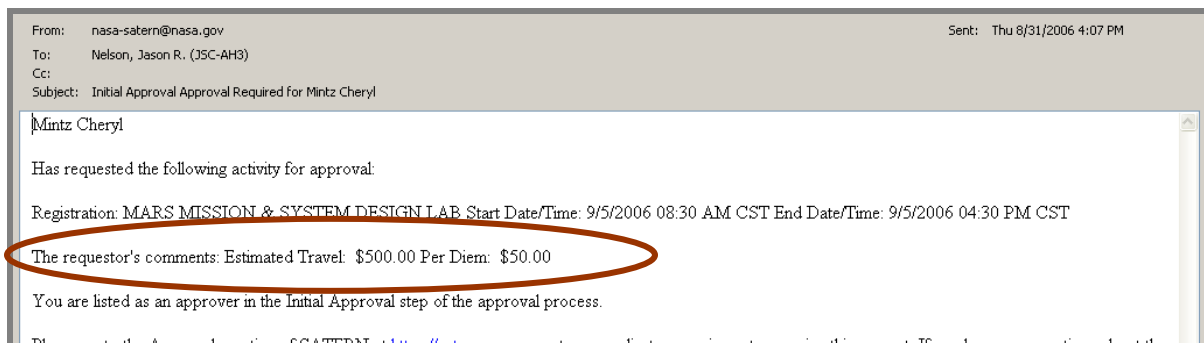


Instructions for Training Coordinators on How to Approve APPEL and LMD Courses

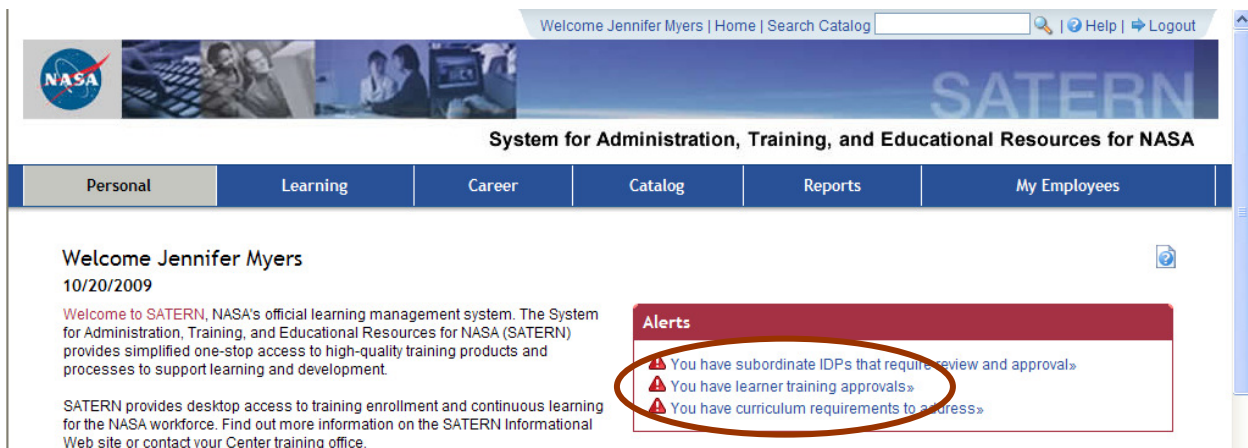
When approving APPEL and LMD Courses, please verify Estimated Travel costs and Per Diem information is included. If this information has not been entered by the requestor, Training Coordinators may either 1) deny the request to have the Learner fill in the information him/herself or 2) call/email the Learner and add the information for the Learner during your approval action.

Here's what to do

STEP 1: Upon receiving the email notification for approval required, verify in the Requestor's Comments that the Learner has provided an Estimate of Travel and Per Diem.



Or you can Login to SATERN at <https://satern.nasa.gov> and click the link, under **Alerts** that says  [You have learner training approvals>](#)



Login to SATERN at <https://satern.nasa.gov>

STEP 2: On the **Approvals** screen, APPEL and LMD courses are found under the **Internal Training** section. Click **Item Title** link to view the request details.

Pending Reviews and Approvals

This view shows you all of the review and approval actions you have been asked to perform. It is divided into two primary sections: reviews and approvals for performance management activities, such as competency assessments (only if available); and approvals for training requests. You may switch between sections by clicking on the appropriate section header. Within each section you will find a list of specific reviews or approvals you are being asked to perform, categorized by action type.

Performance Management (0) Training (1)

Training

Internal Training (1)

☒ Enter Reasons for Approvals or Denials ☐ All ☐ Direct Reports Only **Next**

Org ID	User Name	Learner Name	Title	Price	Type	[Approve All/Deny All]
C-sshukin	SHUKLIN, SOPHIA	APPEL-REQUIREMENTS DEVELOPMENT AND MANAGEMENT			ENROLLMENT	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip

STEP 3: Click the blue arrow next to **Comments** to see the Estimated Travel and Per Diem.

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Scheduled Offering Details

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Offering of APPEL-REQUIREMENTS DEVELOPMENT AND MANAGEMENT

- Summary Information
- Segment Details
- Registration Information
- Contact Information
- Comments**
- Approval Status

Estimated Travel: \$500.00 Per Diem: \$60.00

STEP 4: After reviewing the request, use the [< Back](#) link as shown above to return to the approval screen and approve/deny the request.

IMPORTANT: If the **Comments** field did not include the *Estimated Travel* and *Per Diem* information relevant to attend this course, Training Coordinators have two options:

1. Deny the request and ask the Learner to fill-in the information him/herself (Step 5 Option 1), or
2. Call/email the Learner and add the information for the Learner during your approval action (Step 5 Option 2).

STEP 5 Option 1: Deny the request.

1. Check the box next to **Enter Reasons for Approvals and Denials**
2. Select **Deny**
3. Click the **NEXT** button.
4. Enter the following text in the **Denial Reasons** field and click the **NEXT** button:
"Your registration must include an estimate of Travel and Per Diem. Please re-register and provide an estimate of Travel and Per Diem."


Login to SATERN at <https://satern.nasa.gov>

- Note: The Learner will have to re-register from the beginning if the request is denied.

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Pending Reviews and Approvals 

Approve or Deny → [Denial Reasons](#)
Enter a reason for denying your employee's training request below.

Previous Next

Denial Reasons				
<table border="1"> <thead> <tr> <th>Learner Name and Schedule</th> <th>Denial Reason (optional)</th> </tr> </thead> <tbody> <tr> <td>SHUKLIN, SOPHIA APPEL-REQUIREMENTS DEVELOPMENT AND MANAGEMENT</td> <td>Your registration must include an estimate of Travel and Per Diem. Please re-register and provide an estimate of Travel and per Diem.</td> </tr> </tbody> </table>	Learner Name and Schedule	Denial Reason (optional)	SHUKLIN, SOPHIA APPEL-REQUIREMENTS DEVELOPMENT AND MANAGEMENT	Your registration must include an estimate of Travel and Per Diem. Please re-register and provide an estimate of Travel and per Diem.
Learner Name and Schedule	Denial Reason (optional)			
SHUKLIN, SOPHIA APPEL-REQUIREMENTS DEVELOPMENT AND MANAGEMENT	Your registration must include an estimate of Travel and Per Diem. Please re-register and provide an estimate of Travel and per Diem.			


STEP 5 Option 2: Call/Email the Learner and add the information during your Approval action.

- Check the box next to **Enter Reasons for Approvals and Denials**
- Select **Approve**
- Click the **NEXT** button.
- Enter the Learner's Estimated Travel and Per Diem in the **Approval Reason** field and click the **NEXT** button

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Pending Reviews and Approvals 

Approve or Deny → [Approval Reasons](#)
Enter a reason for approving your employee's training request below.

Previous Next

Approval Reasons				
<table border="1"> <thead> <tr> <th>Learner Name and Schedule</th> <th>Approval Reason (optional)</th> </tr> </thead> <tbody> <tr> <td>SHUKLIN, SOPHIA APPEL-REQUIREMENTS DEVELOPMENT AND MANAGEMENT</td> <td>Estimated Travel: \$500.00 Per Diem: \$60.00</td> </tr> </tbody> </table>	Learner Name and Schedule	Approval Reason (optional)	SHUKLIN, SOPHIA APPEL-REQUIREMENTS DEVELOPMENT AND MANAGEMENT	Estimated Travel: \$500.00 Per Diem: \$60.00
Learner Name and Schedule	Approval Reason (optional)			
SHUKLIN, SOPHIA APPEL-REQUIREMENTS DEVELOPMENT AND MANAGEMENT	Estimated Travel: \$500.00 Per Diem: \$60.00			

The Option 2 approach doesn't require the Learner to re-register which speeds the approval process along and is the customer-friendly option. Note also that the information that you enter in the Approval Reason field shows up in the Comments field for the subsequent steps of the Approval Process.